

Shidler Public Schools
Professional Development Request Form

- Steps: 1. Form must be filled out completely.
2. Attach a copy of all documentation regarding workshop (flyer, registration, etc.)
3. Submit to office 10 days prior to the registration deadline when possible.

Date Submitted _____ Principal's Signature _____

Name _____ Position _____

Title of Workshop _____

Workshop Location _____ Registration Deadline _____

Workshop dates _____

Dates of travel: Date of departure _____ Date of return _____

Requested Expenses	YES	NO	Indicate Estimated or actual amount	Must have receipts and forms for reimbursements submitted within 30 days of the event.
Conference registration (Attach Info.)				Attach a copy of ALL documentation regarding workshop <input type="checkbox"/> already registered <input type="checkbox"/> office to register me
Mileage				Carpooling is required if 2 or more staff attend. # of passengers _____
Parking/Tolls/Taxi/Rental Car				
Lodging				Please indicate lodging preference or one will be chosen for you. # of nights _____ Lodging with _____
Meals				
Airfare				
Substitute				
Other				

Are other staff members requesting to attend this event? Yes No Don't Know

List names _____

Note: Carpooling and sharing of lodging are encouraged.

Office Use Only: Date received _____